



Department of ADMINISTRATIVE SERVICES *Job Postings*



DEPARTMENT OF VETERANS' AFFAIRS JOB OPPORTUNITY NURSE'S AIDE

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 287 West St., Rocky Hill, CT

Job Posting No: 105638

Hours: First shift 6:45 a.m. – 3:00 p.m. Three days per week. Week one: Friday, Tuesday, Thursday;
Week two: Saturday, Sunday, Wednesday

Salary: \$21.24 per hour

Closing Date: December 18, 2015

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

EXAMPLES OF DUTIES:

Assists doctors and nurses in general care and well being of patients; positions, transfers, moves and lifts patients; may feed, bathe and massage clients as well as respond to their general needs; takes and records temperatures, pulses and respirations; observes patients and reports unusual symptoms and/or behavior; ensures that restraints are correctly applied; tests urine samples for sugar; collects specimens; keeps beds, bedpans and related equipment clean; maintains unit environment for safety of patient; transports patients, specimens and other related patient items; may apply or remove braces; may process billing and/or insurance information; may act as triage and/or receptionist for incoming patients and telephone calls; may schedule patient appointments; prepares reports and correspondence including necessary forms and/or requisitions, dietary orders, death paperwork and assembly of charts; may order supplies; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:

Considerable interpersonal skills; ability to work with basic principles of nursing including infection control practices; ability to deal with physically and chronically ill; ability to learn safety and fire procedures.

EXPERIENCE AND TRAINING:

General Experience:

Certification as a Nurse's Aide.

Substitutions Allowed:

One (1) year of experience in patient care in a hospital or nursing home.

Note:

The above substitution will not apply to certain positions at the University of Connecticut Health Center - certification as a Nurse's Aide will be required for those positions.

WORKING CONDITIONS:

Incumbents in this class may be required to lift patients and perform other physically tiring work, have some exposure to communicable and/or infectious diseases and strongly disagreeable conditions and to risk of injury from assaultive patients.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment CT-HR-12 (State employees must include a copy of their two most recent performance appraisals) to:

**Department of Veterans' Affairs
Human Resources
287 West St.
Rocky Hill, CT 06067**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.